COMM 5399: Internship
CRN 83916…Section 001

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Office: Bay Hall 327  Credit Hours: 3 / Semester: Spring 2019
Office Phone: (361) 825-2443
Office Hours: Tuesday, Wednesday, and Thursday 12pm-2pm

TAMUCC Department of Communication and Media Mission Statement
“Our mission is to develop students who are effective and ethical communicators with the creative, critical, and collaborative skills necessary to succeed in a diverse global environment.”

Course Title and Description
Practical experience in the communication field through placement in a position of employment.

Course Objectives
The goal of this course is to assist students with developing applied experience in the field of communication. This internship will provide valuable training and professional experience. Upon successful completion of the course, students should be able to:

- Demonstrate professional skills in the field of communication.
- Explain duties completed and skills developed through work logs and evaluative essays.
- Evaluate/assess the strengths and weaknesses of the organizational setting.

Required Materials
- Reading material pertinent to the Communication Internship can be found on Blackboard.

Attendance
- To receive credit, students must satisfactorily complete 120 hours of work, verified by the on-site supervisor.
- Attendance and punctuality are required in the professional world. You will negotiate your work schedule with your on-site supervisor. As with any professional position, you are expected to work in accordance with your schedule and to be on time for all work sessions. Internship termination by your employer, excessive absenteeism, and/or lack of punctuality will result in a grade of “No Credit” being assigned for this course.

Grading Procedure
Grades will be based on the following point values:
203-225 points = CR
180-202 points = CR
156-179 points = CR
135-155 points = NC
0-154 points = NC
Grading
Grades are comprised of monthly activity logs, an organization & communication assessment, an internship portfolio, and an evaluation by the supervisor. The total amount of points possible for the course is 225. Assignments submitted late will receive a 10-percent deduction for every day it is late.

Monthly Activity Logs
Interns will provide a brief monthly description of the tasks, responsibilities, and work that they complete during their internships. Interns complete a daily work log to ensure that they are on track to complete their required hours. At the end of each month, interns should compile the logs for that month, provide summative totals, and obtain their internship supervisor’s signature verifying the total hours worked. Interns will submit activity logs on Blackboard by 11:59pm on the last day each month (February 28, March 31, April 30), each worth 25 points, for a total of 75 points.

Students should keep in mind that some of these due dates occur on weekends – students should take steps to obtain their supervisor’s signature in advance of the deadline in this case. Unsigned work logs will not be accepted for credit; however, hours will be applied. Any hours worked between January 14-January 31 should be included on the February work log (Monthly Work Log #1). Interns must compile 120 hours by the final work log (Monthly Work Log #3). Further directions and rubric will be distributed at the appropriate time.

Organization & Communication Assessment
To help achieve the learning outcomes for the Communication Internship course, interns will submit a manuscript describing the connections between their Communication curriculum and their internship experience. Specifically, students in their manuscript should make connections between their courses and their internship, address their organization’s strengths and weaknesses, and address their own strengths and weaknesses as communicators and interns. The Organization & Communication Assessment is worth 50 points. Further directions and rubric will be distributed and discussed at the appropriate time.

Internship Portfolio
At the conclusion of the semester, students must submit a portfolio of the work that they have completed throughout their internship – suitable for inclusion in a professional portfolio for a job application. Students should speak with their internship supervisor about the types of materials that they look for when candidates submit job portfolios. Interns can use this time to ask for advice about how to “package” the various tasks that they have completed. The Internship Portfolio is worth 100 points. Further directions and rubric will be distributed and discussed at the appropriate time. Some examples of portfolio items include:

- Resume (include internship and duties)
- Photos with an accompanying narrative about intern’s contributions and discussion of any technology used
- Video clips with accompanying narrative about the intern’s role (such as editing) and technology used
- Copies of social media content and accompanying engagement metrics (reach, comments, shares, likes, etc.)
- Reports, calendars, budget tables, etc. composed by the intern
- Demos of radio air time/TV reporting

Supervisor Evaluation
On-site supervisors will be asked to provide feedback on their intern’s skills and professionalism. Dr. Sollitto will e-mail the evaluation form to supervisors and they must return it to Dr. Sollitto for students to receive internship credit. If Dr. Sollitto fails to receive the evaluations, students will receive an “Incomplete” grade for the course until the evaluation is submitted. If the supervisor provides an overall poor rating of the intern, a grade of NC will be entered. The Supervisor Evaluations is worth 25 points.
Academic Advising
Students pursuing the Master of Arts in Communication will be paired with a graduate faculty member advisor in their first semester. Students should contact their advisors within the first two weeks of a semester to arrange a meeting during which degree plans, tracks, and opportunities for professional development should be discussed. If there is any question regarding whom a student’s academic advisor is, the student should contact Dr. Stephanie Rodriguez, Interim Graduate Coordinator, for assistance (stephanie.rodriguez@tamucc.edu; 361-825-5753). To finalize your degree plan and register for graduation, you must also meet with the Graduate Student Academic Advisor in the Academic Advising Center for the College of Liberal Arts. This office is located in Driftwood 203E and can be reached at (361) 825-3466.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation will not automatically result in your being dropped from the class.

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Grade Appeals
As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.
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<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>11:59pm Thu Feb 28</td>
<td>Monthly Activity Log #1 (Include 1/14 – 1/31 Hours)</td>
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<td>11:59pm Fri Mar 08</td>
<td>Organization &amp; Communication Assessment</td>
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<td>11:59pm Sun Mar 31</td>
<td>Monthly Activity Log #2</td>
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<td>11:59pm Tue Apr 30</td>
<td>Monthly Activity Log #3 (Total Hours Must = 120)</td>
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<td>11:59pm Wed May 01</td>
<td>Internship Portfolio</td>
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<td>11:59pm Wed May 01</td>
<td>Supervisor Evaluation</td>
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